

PROCESS/PROCEDURES FOR PCS OF NAF CAREER PROGRAM EMPLOYEES

AFPC/DPKCD	LOSING HRO	GAINING HRO	ACCOUNTING & FINANCE	LOSING NAFAO	GAINING NAFAO
After release of funds, send PCS funding instruction message to gaining and losing HRO, with info copy to HQ AFSVA/SVFF, and to MAJCOM					
	Upon receipt of funding message, follow instructions in message on shipment of household goods and coordinate transfer out and transfer in dates with gaining HRO.				
	Have employee sign NAF Mobility Agreement (if applicable), NAF Transportation Agreement and complete new W-4. If position is overseas, have employee sign NAF Overseas Employment Agreement.	Overseas only - Complete AF Form 1188 and forward to gaining HRO.			
	Overseas only - Have employee complete physical exam, apply for passport/visa. If advance pay is requested, forward request to gaining activity for approval. Coordinate travel arrangements with TMO/SATO.	Overseas only - Reply to losing HRO with approval/disapproval of request for advance pay.			
	Forward AF Form 2548, Transfer Out, copy of Transportation Agreement NAF Mobility Agreement, NAF Overseas Employment Agreement and W-4 to gaining HRO.	After receipt of documents, obtain Transfer-In AF Form 2548. Forward copy of AF Form 2545 to Payroll with the W-4. Retain all agreement documents until OPF is received.			Initiate pay records.
	Prepare PCS orders. Forward to gaining HRO. Overseas only - Do not prepare orders until physical is complete and passport received. Send copy of orders to HQ AFSVA/SVFF and AFPC/DPKCD.				

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	Follow instructions in PCS message for household goods shipment, etc. Counsel employee on entitlements, as outlined in JTR, Vol 2.				
	Refer employee to A & F and NAFAO. Employee is authorized full JTR Vol 2 entitlements, except Relocation Services.		Losing Accounting & Finance Office will compute advance travel pay entitlement.	Pay employee advance travel as computed by NAFAO. Request reimbursement from HQ AFSVA/SVFF, 10100 Reunion Pl, Ste 400, San Antonio TX 78216-4138.	
	Overseas only - Have employee complete DD Form 2274 Req and Voucher for Advance of Civilian Pay.			Overseas only - Pay advance pay in amount approved on DD Form 2274. Request reimbursement from gaining NAFAO.	
	Complete SF Form 1150, Record of Leave Data. Out-process employee. Forward one copy of PCS travel orders, mobility agreement, transportation agreement to: AFPC/DPKCD, 555 E STREET WEST, SUITE 1, RANDOLPH AFB TX 78150-4530.	Forward request for OPF to losing HRO.		Prepare required documents to transfer funds to gaining NAFAO for annual leave being transferred.	
Receive transportation agreement and PCS orders from losing HRO.		In-process employee.			Overseas only: Reimburse losing NAFAO for advance pay.
	Forward OPF to gaining HRO.	Refer employee to Accounting & Finance and NAFAO.	Gaining Accounting & Finance will compute travel voucher entitlement.		Pay employee travel pay entitlements as computed by Accounting & Finance. Pay transportation expenses upon receipt claim from carrier. Request reimbursement from AFSVA/SVFF for all travel expenses.